

# Facilitators Chat Sheet

February 2008



## **ADOT Partnering Office**

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602-712-7120

<http://www.azdot.gov/ccpartnerships/Partnering>

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## Workshop Reminders

### Facilitator Information

Many of you are aware that we have been working towards decentralizing the coordination of Partnering workshops to the District/Org level to allow those on each construction project more control of the process. The State awarded a new contract for Meeting and Conference Planners in December. These new vendors are responsible for coordinating meeting facilities and food caterers whenever the State must issue a purchase order for these expenses. The Partnering Office met with the new vendors on January 22, 2008 to discuss the needs required for the Partnering Workshops. We discussed the coordination process, billing process, reporting process and how we have procured the facilities and caterers in the past.

The new process went into effect on February 1, 2008.

The District Construction Org will schedule the meeting facility and/or a food caterer for a Partnering Workshop by calling one of the vendors on the attached list. It is the District Orgs choice to determine which vendor to call. You may provide the vendor with your preference for facility and food caterer or just inform them of your needs and let them find a location and caterer for you. The good news is that these vendors can use any facility and caterer without having to follow State procurement rules. The new vendor will send you the quote for the facility, food and their coordination time. The construction District/Org will create the purchase order. The vendor will bill you directly (copying the Partnering Office) for the facility, food and their coordination time. The construction District/Org will process the purchase order and pay the vendor directly. Each planner charges a fee for their services and their rates are provided on the attached list.

District Org: To set up your purchase order, please use the following codes:  
The activity code should be GN68 with an object code of 6299.

The Partnering Office will stay in the Workshop coordination process by procuring the facilitator or APFN representative for the workshop. The District/Org will continue to contact the Partnering Workshop Coordinator to procure the facilitator for the workshop. As always all costs will be shared by the Org and the construction contractor.

### Changes in Statewide Travel Policy

The Department of Administration, General Accounting Office, has issued a new and revised State travel policy that became effective on January 1, 2008. The major changes or clarifications being implemented will affect APFN and contract facilitators are as follows:

- The meals/lodging eligibility threshold will be increased from **35 to 50 miles**. In other words, to be considered in travel status and eligible for reimbursement of meals and/or lodging, one must be 50 miles away from **BOTH** the traveler's personal residence and duty post.
- Please remember that meals are based on the actual amounts spent. There is not, nor has there ever been, a per diem allowance.
- To assist in determining the meal expense, the following table should be used –

Travel Status Hours	Meal Consume Time	Breakfast	Lunch	Dinner
at least 6	12:00 am - 10:00 am	Yes	No	No
at least 6	10:01 am - 4:00 pm	No	Yes	No
at least 6	4:01 pm - 11:59 pm	No	No	Yes
at least 12	12:00 am - 10:00 am	Yes	Yes	No
at least 12	10:01 am - 4:00 pm	No	Yes	Yes
at least 12	4:01 pm - 11:59 pm	Yes	No	Yes
at least 18	12:00 am - 11:59 pm	Yes	Yes	Yes

- The actual cost for meals includes the actual cost spent for transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained within a reasonable distance of the lodging or duty post.

Please direct all workshop related correspondence and questions to Michael Carter at (602) 712-8957.

### **Acronyms**

<b>AI</b>	Asphalt Institute
<b>ACPA</b>	American Concrete Pavement Association
<b>EEG</b>	Environmental and Enhancement Group
<b>FHWA</b>	Federal Highway Administration
<b>HMA</b>	Hot Mix Asphalt
<b>HIPR</b>	Hot In-Place Recycling
<b>MARS</b>	Mobile Asphalt Recycling System
<b>NSSGA</b>	National Stone, Sand and Gravel Association
<b>NAR</b>	National Asphalt Roadmap
<b>LEA</b>	Low Energy Asphalt
<b>WMA</b>	Warm Mix Asphalt

### **Roads and Streets Conference**

March 19, 20, 21 at the Westin La Paloma Resort, 3800 E. Sunrise Dr, Tucson, AZ

Register at [www.acecaz.org](http://www.acecaz.org)

### **Education and Events**

#### **Partnering Classes**

**Leaders Guide to Issue Resolution** class will be on **March 4** from 8:00 - 4:30 at HRDC.

**Introduction to Partnering** class will be **March 18** from 8:00- 12:00 at HRDC.

**How to Make Partnering Work in the Field** class is **March 25** 8:00 – 4:30 at HRDC.

**Conducting a Partnering Workshop** class is **April 29 & 30** from 8:00 - 4:30 at HRDC.

Contact Michelle Fink at 602-712- 8224 for more information and to reserve your seat for the classes.

[http://www.azdot.gov/Inside\\_ADOT/Training/OED/map.asp](http://www.azdot.gov/Inside_ADOT/Training/OED/map.asp)

### **Annual Partnering Event**

The December 5 ADOT/AGC/ACEC Annual Partnering Event held at the Glendale Civic Center was awesome! In the spirit of the 2008 Super Bowl the theme was "Partnering the *Super Bowl* of Teamwork" to celebrate 16 years of Partnering. Two hundred and forty participants attended to see their teams receive their awards and attend the breakout sessions.

The **2007 Arizona Transportation Partnering Excellence Award winners** were

Category: Construction: Roadway (< \$5M)

☐ **SR 66, Peach Springs Streetscape Partnership**

Category: Construction: Roadway (\$5M to \$25M)

☐ **MCDOT Ellsworth Road, University to McClellan, Phase II Partnership**

Category: Construction: Roadway (> \$25M)

☐ **US 60 Widening, Gilbert to Power Partnership**

Category: Development/Design

☐ **US 60 Gonzales Pass Design Team Partnership**

Category: General Partnerships

☐ **Coordinating Transportation & Land Use (CT-LU) Partnership**

This year's event featured four exciting and timely interactive breakout sessions:

1. Communication and Community Partnerships and Public Involvement
2. Public Partnerships: ADOT/Navajo DOT/FHWA/BIA/AZ Counties
3. Collaboration, Achievements, Opportunities and Possibilities
4. Regional Transportation Plan

ADOT Director, Victor Mendez wrapped up the exciting event with an Update on ADOT presentation. These Power Point presentations and photos of the event are on the Partnering website at: <http://www.azdot.gov/ccpartnerships/partnering/Meetings.asp>

### **Acknowledgements**

The Partnering Office is pleased to announce the appointments of **Evonne Aldana and Bonita (Bonnie) Opie** to the positions of Partnering Facilitators. Evonne will work from the Partnering Office in Phoenix and will be responsible for some of the internal and public partnerships, such as the City of Mesa and City of Tucson Partnerships. Bonnie will facilitate construction workshops, as well as internal and public partnerships, and instruct rural Introduction to Partnering classes. Bonnie will be based in the ADOT Prescott District. Evonne and Bonnie will provide staff resources to facilitate Partnering workshops and the development of Partnering programs. Evonne can be reached at 602-712-7120 and Bonnie at 928-777-5878.

**Patricia (Patty) Stansfield** joined the Partnering Office on February 11 as a new in-house trainer. This is a new position in the Partnering Office. Patty comes to us from Pearson Digital Learning and previously held training positions with US Airways and America West Airlines and AZ Dept. of Health Services.

**Michael Carter** accepted the offer to become the new PEP Coordinator. Michael will transition to his new role over the next month as his replacements are hired and trained.

Congratulations and welcome to the Partnering Team!

**Thank you** for your continued commitment to and support of the Partnering Principles and to our stakeholders. Partnering Consultant/Facilitators and Champions – Your feedback is important to us. We want to hear those comments! *Feedback related to the Chat Sheet can be emailed to [mfink@azdot.gov](mailto:mfink@azdot.gov)*



**Partnering –The way ADOT does business**